



DISTRICT OF COLDSTREAM BUILDING DEPARTMENT

Building Permit Application Guide

This Guide is a brief synopsis of documentation that the applicant is required to provide under the Building and Plumbing Bylaw No. 1442 for building permit applications for non-complex buildings. It is not intended to replace the detailed requirements in the Bylaw.

1. **Title Search of the Property**- A current title search is required (i.e., within the last 30 days). Any covenants, easements, or other charges on the title that may impact the proposed construction are to be investigated by the applicant, and copies of such documents are to be provided to the District. The owner is solely responsible to investigate and bring to the District's attention any charges on the title to the lands that in any way restricts construction on or use of the lands.
2. **Design Drawings** – Two sets of scale drawings are required that provide all information necessary to perform the work in compliance with the Bylaw. Without limiting the generality of the foregoing and without getting into detail, the submission should include:
 - a. **A site plan prepared by a BC Land Surveyor** showing the location of all existing and proposed improvements on the land as well as boundaries of adjacent water bodies, the elevation of the ground levels, proposed floor elevations in relation to adjoining streets and sewers, septic system location if not connected to community sewer, etc.
 - b. **Scale design drawings of the proposed building** showing all aspects of the works necessary to perform the work, including floor plans, cross-sections, elevations, large-scale details, etc.
 - c. **Design of both on-site and off-site municipal works** as required by Subdivision and Development Servicing Bylaw No. 932.
 - d. **Floor area** of all floors.
 - e. **Manufactured structural components** such as wood roof trusses, proprietary wood-joint systems, beams and columns, etc.
 - f. **Aspects of the work that fall outside the prescriptive requirements of Part 9** of the BC Building Code must be designed and the work supervised by a registered professional. Sealed design drawings and Schedules B-1 and B-2 of the Code are to be submitted.
3. **Property owners are responsible for any damage to public works** that occurs as a result of the building permit. The owner is to inspect the public works adjoining the property and submit a completed form entitled "Damage to Municipal Works Agreement", which is included in this building permit application package.